

City of Issaquah
Development Services Department (DSD)
Site Development Permit

NOTICE OF DECISION

TO: Erik Svege
Rowley Properties
1595 NW Gilman Blvd, Ste 1
Issaquah, WA 98027

SUBJECT: Site Development Permit for Rowley Extended Stay Hotel, Rowley Properties
Urban Village

Number: PLN12-00069

Decision Date: August 23, 2013

Request: Application for a Site Development Permit for a 118,212 square foot, eight story extended stay hotel with 122 guest rooms. In addition to the tower there is a single story wing with lobby and 1,785 sq.ft. of retail. New or modified surface parking for 305 cars as well as two new private streets are proposed north of the existing Hilton Garden Inn. An interior courtyard and landscape are also proposed. As the first land use permit since the Development Agreement was adopted, this permit instigates a number of actions required by the agreement.

Location: The proposal is bordered by:
South: Existing Hilton Garden Inn, its porte cochere, and NW Gilman Blvd
East: 18th Ave NW and Evergreen Ford
North: Michaels Chevrolet
West: Mini-warehouse buildings and 19th Ave NW

Decision: On August 23, 2013, the Development Services Department approved the Site Development Permit application. Approval of this application is based on the submittal of October 18, 2012 and the January 30, 2013 resubmittal, and is subject to notes, terms, and conditions of this Staff Report.

Zoning: Urban Village-Rowley Urban Village

Comprehensive Plan:
"Newport" subarea
Land Use: Urban Village

Approval Criteria

The purpose of the Site Development Permit (SDP) is to obtain planning level approval with the confidence that the project meets the standards and guidelines contained in the Development Agreement (DA) and, where appropriate, City Code, prior to the preparation of detailed infrastructure, building, and/or engineering or architectural drawings. The DA contains a variety of development goals and standards that are organized into individual appendices. Each appendix provides direction to the applicant generally in the form of guidelines and/or development standards for a particular aspect of the project. Together, the development standards contained in the DA are intended to implement the Urban Village concept for Rowley Properties, as envisioned in the Comprehensive Plan, while accommodating and integrating development with the site's unique environmental features and development opportunities.

This review process is intended to ensure that proposed projects are: 1) consistent with City policies and regulations; 2) compatible with nearby existing and future uses; 3) designed in a manner which incorporates the project site's features and attributes (e.g. topography, wetlands, waterways, vegetation, views); 4) designed for the efficient and effective layout of the infrastructure; and, 5) designed to protect and enhance the aesthetic values and character of Rowley Properties and the City of Issaquah. The analysis of the proposal contained in this Staff Report is intended to serve as the basis for determining whether the above criteria are met.

Not all of the appendices or standards contained in the DA are directly applicable to the Site Development Permit, since the permit deals only with a planning level review of building footprint layouts, plazas, easements, landscape, streets, paths or trails, etc. Only those goals and standards that apply to the SDP application are discussed in this report.

Due to the general level of most information provided, clarification of expectations is necessary. With this SDP application, any elements of the plan that conflict with City or Development Agreement Standards are not approved unless explicitly approved by the Notice of Decision for this application or by a separate Administrative Minor Modification. [**Condition 1**]

As with any application, especially one of this size and complexity, there are some inconsistencies, conflicts, and incomplete information. Any inconsistencies, conflicts, or incomplete information, other than those addressed directly by this permit's Notice of Decision shall be resolved by the Designated Official, utilizing the Staff Report and in consultation with the applicant, at the time of the future application. [**Condition 2**]

Changes to the elements and/or information contained in the SDP must be approved by the Designated Official. Changes may be categorized as either minor or major. Minor changes which maintain the vision, character, and intent as documented in the Staff Report, will be processed administratively, through construction permits; major changes which alter the vision, character, and intent should be processed through a revision to the SDP, also administratively. The Designated Official shall determine what constitutes a major or minor modification to this application.

It is assumed that all wet and dry utility vaults, meters, equipment, and appurtenances are shown on the drawings; i.e. not just their placement but their relative height or presence. Identifying these elements during SDP review is just as critical as identifying buildings, landscape, pedestrian facilities, roads, and other elements as last minute additions or modifications can have significant site-wide implications. Changes to buildings, landscape, pedestrian facilities, and roads likewise require permit modification. **[Condition 3]**

Main Body:

The Main Body of the Development Agreement establishes the framework for all Rowley Properties requirements, as established by Section 18.06.120B of the Issaquah Municipal Code. To that end, it contains the base information for the Rowley development: land allocation, allowable development, required mitigation, etc....

Certain actions are required with the first implementing approval subsequent to the adoption of the Rowley Development Agreement. The following list summarizes those required actions and their status:

Section	Requirement	Status
Main Body 23.2	Establish an Architectural Review Committee prior to approval of the first implementing permit.	Complete
Main Body 23.2	Adopt written architectural standards, guidelines, and regulations before the first application for a building permit or site development permit is filed.	Complete
App F - Pkg 4.3.A.3	With the first land use permit, a parking tracking chart must be developed.	Complete
App F - Parking 4.3.A.3	With the first permit for construction, a District Shared Parking Agreement must be recorded.	Complete. (Recording # 20130627000759)
App G - Landscape 5.1.A	Prior to the first street improvement plan, a Street Tree Plan must be approved.	Complete

Appendix A - Goals:

Appendix A provides project goals and establishes community expectations for the Rowley Project. In general the application meets the nine project principles and applicable commitments identified in Appendix A. The following are the ten Goals of the Rowley project with selected text provided as the basis for conditions, if there are any, or discussion to indicate compliance.

2.1 Create Vibrant, Mixed-Use Neighborhoods

As the first implementing permit under the Development Agreement, the Extended Stay Hotel, begins the transformation of the community by introducing an expansion of the hotel uses as well as a new retail opportunity within Hyla Crossing. Furthermore, this additional hotel building, in combination with the existing Hilton Garden Inn, forms an internal courtyard available to guests and the public, while strongly reinforcing the new, adjacent streets. Ground floor uses have generally been selected to be active adjacent to the streets.

2.2 Provide a Flexible Framework for Redevelopment

The project also demonstrates how incremental development can occur. The parking necessary for the new hotel is intended to be building pads for upcoming projects. In

addition the eastern groundfloor of the new hotel may become more active uses in the future as 18th Ave NW redevelops into a more active street. Siting of the hotel and its surface parking are strategically placed to minimize impacts to adjacent buildings (both remaining and the number that have to be removed) and landscape has been used to segregate new activities from less active older ones.

2.3 *Construct a Complete Circulation and Mobility system that is Pedestrian Friendly*

The proposal is the first step in completing the street grid by beginning Hyla Ave NW and introducing a new street NW Skipper Way. While building on existing buildings and circulation, the proposal transforms these into streets. Some streets are not fully consistent with standards; these can be addressed and are discussed under Appendix E, Circulation. By designing the streets consistent with the standards and guidelines, the proposal creates a pedestrian friendly network of narrow streets at an appropriate frequency. In addition, the internal courtyard creates a secondary connection for pedestrians, reducing block length.

2.4 *Build Neighborly Buildings that Engage the Street*

The proposal places the building directly behind the sidewalk along two streets, and quite close on the third. The taller hotel tower is placed against NW Skipper Way at the north end of the block, while the lobby and retail portion are lower, which will allow more sunlight to reach the interior gathering spaces. While the parking lots are not screened by buildings, they are landscaped and temporary with plans to replace them with buildings or parking structures.

2.5 *Create a Sociable Public Realm*

As described above, buildings are placed to engage the street and to frame an internal gathering area. This internal area will be available to hotel guests, staff, and the public. Additional recreation facilities are provided internal to the new hotel and will be shared by the existing hotel. Services and waste are appropriately designed to minimize their impact on the public spaces in spite of these buildings being ‘four-sided’ or actively used on all sides.

2.6 *Design for Transit*

While there isn’t a direct component of the proposal related to transit, the introduction of new streets and sidewalks as well as the cut through the block improve the pedestrian orientation which ultimately will encourage more transit usage.

2.7 *Improve Sustainability Performance over Time*

The applicant has submitted their first sustainability report in 2012 and is working with the City to identify opportunities for this and future buildings. Many of the sustainability features used in the first hotel are being extended to or expanded upon in the new hotel. As an eight-story building, its footprint is minimized and elements such as parking are being shared between the two hotels, with parking kept at the lowest range, again minimizing its footprint.

2.8 *Build with Nature*

The proposal isn’t adjacent to any critical areas but it does achieve some of the project goals by, for instance, placing the lower portion of the new hotel to maintain views to the creek’s greenery and Cougar Mountain so that views might be available from certain vantage points.

2.9 *Flexible, Fair, Efficient Permitting*

Much of this goal is established through the Development Agreement; however, as each

permit comes forward there are opportunities to provide flexibility and/or incorporate new technologies. For instance, this proposal included two modifications which have been approved and which provided necessary and appropriate flexibility for the project.

2.10 Grow a Collaborative Partnership

Generally the Master Developer and City continue to work closely together discussing opportunities and challenges as they are presented. Specifically, the Master Developer is making a significant investment in order to deliver a project, the extended stay hotel, to help meet the community's needs.

Appendix B - Design Guidelines:

The design guidelines (DG) comprise a key part of defining the vision for the Project. The design guidelines serve the overall purpose of creating a framework to ensure the site, buildings, circulation system, community spaces, parking, landscape, and lighting relate to one another in a way that implements the vision. This section of the Staff Report provides an opportunity to look at how a proposal complies with the design direction established for Project, instead of the prescriptive standards that follow in the Staff Report.

2.0 Site

The proposal implements the site guidelines by comprehensively considering the elements that create public and pedestrian space, and prioritizing them in the design. The layout allows, and may even encourage, anyone to wander into the central area, to sit and enjoy the space. Axial views have been thoughtfully completed and the site's context has been incorporated by, for instance, siting taller buildings in a way to not shade the central space. Street furniture has been used in appropriate locations to facilitate pedestrian and bicycle use, and paving has been selected to communicate different users and uses. For instance, the fire route through the interior of the site has been designed to facilitate pedestrian connections while discouraging its use for private vehicles. This is done through the use of different paving materials and also implements the multi-functionality described in the guidelines.

3.0 Building

The proposal complies with building guidelines by varying height in ways that allow sunlight into the central space and limits the height's adjacency to one street front. The building is immediately adjacent or close to the sidewalk creating a strong streetwall on three frontages. A greater setback is provided at the western entry to accommodate landscape framing the entrance; on the east side a setback is used along the entire length to soften walls without windows, which is discussed in more detail below. Elements such as weather protection, architectural elements (as much as we can see in plan), and modulation have been used to make the ground level more engaging for the pedestrian. Two of the street frontages have primary entrances as well as smaller entries into the retail. Active uses with windows to the sidewalk are located along most street frontages; some blank walls will be addressed with architectural features as discussed below. Weather protection is provided on two frontages, at each entry, and along the retail portions. Service uses have been consolidated into a single location behind solid walls, and are setback so that trucks will not block the adjacent sidewalk or road. Note further review of many of these features during building permit review will ensure compliance with the guidelines. The following are not fully consistent with the guidelines:

3.1.3/3.4.2 Blank Walls and Setbacks:

Blank walls are present on the eastern and interior ground levels. In the interior these have been addressed by landscape. On the eastern façade, the building is setback about 8 ft and landscape is also present. Generally buildings shouldn't be set back so far nor blank walls present. When they occur, articulation and building elements should be used to rather than relying on landscape. **[Condition 4]**

3.1.5 Corners

It is unclear whether building corners fulfill this guideline. The applicant will need to demonstrate with the building permit that the intent of the condition has been met or revise the design. **[Condition 5]**

3.5.3 Rooftops

The lower rooftop must be designed to be attractive and all mechanical equipment located on it must be screened both from the sides and above. **[Condition 6]**

3.6 Service, Loading, Waste Enclosure Guidelines

Waste calculations have been provided and many of the guidelines for sharing and enclosures have been met as discussed above. However, no information on the rebuilding of the enclosure was included in this application and so that and the construction details will have to be reviewed with permits for construction. **[Condition 7]**

4.0 Circulation

The expansion of the circulation system to serve the hotel will prioritize local traffic and incrementally create a fine-grained circulation network to serve the Project. The selected roads have been chosen based on the character and context of the project. The use of a Local Street to serve the north/south traffic, will initiate that as a more significant route through the Project, as compared to the use of a Mews for the east/west traffic. Buildings have been oriented to the Circulation facilities and the roads have been designed to be pedestrian friendly and minimize paving.

5.0 Community Space

The proposal complies with community space guidelines by creating a multi-functional space that organizes the center of the block between the hotel buildings. The buildings frame the space, and in addition, landscaping and other architectural elements, such as paving materials, a variety of seating options, bollards and lighting supplement the buildings in terms of interest and enclosure. These features also minimize the number of edges where a circulation facility is adjacent and provide separation from parking facilities. The design of the building and placement of the tall portion of the hotel, allow sunlight to reach the community space most of the day. Additionally, the amenities proposed in the community space, which include an outdoor kitchen, fire pit and electrical receptacles, facilitate use for a variety of events and users any time of year. The community space is located where it will be visible from the front entrance and hotel rooms above to help ensure safety. Further review will look at additional detail with permits for construction.

6.0 Parking

Though the current design is all surface parking, the Applicant has stated that that these are temporary parking lots, with the ultimate goal to shift towards structured parking. The proposed parking is in three lots, north and west of the new hotel which helps minimize the massing of pavement. Landscaping around the peripheries and within those lots also helps minimize the

massing of pavement. The placement of the parking lots and types of landscape will maintain good sightlines into and out of the parking lot, which improves a user's sense of safety. The vehicle entrances to the lots are clearly visible for the users and the number of vehicle entrances is minimized along Gilman Blvd and 18th Avenue. Landscape is provided along most edges of the parking lots especially where pedestrians are nearby; locations where insufficient landscape is provided are addressed below under Appendix G. As temporary lots, the edge treatment is all plant material; if these are determined to be long-term, permanent surface lots, additional edge treatment would be appropriate. Also the configuration of the lots, is in some cases the entire block which prevents the lot from being located away from the block corners; again, this will be eliminated when the blocks are redeveloped. The layout of the lot makes pedestrian routes to the hotels apparent.

Minimal information was provided on bicycle parking and so review for compliance with bicycle guidelines will occur with permits for construction. **[Condition 8]**

7.0 Landscape

The proposal creates a site environment that contributes to the Sociable Public Realm through the use of landscaping that is thoughtful and attractive in its design, including adjacent to pedestrian facilities. Around the perimeter of the building, planter pots and raised planters are offered to soften the interface between the pedestrian area and the sides of the building. Hardscape features including a fire circle, seat walls, outdoor kitchen/bbq, trellis, informal seating areas, etc... are also provided to create a varied and interesting outdoor space. The proposal offers a plant palette that utilizes native and seasonal plants and trees in accordance with the guidelines to create a sense of scale for the pedestrian. The proposal uses various methods to facilitate people exiting parallel parked cars access to sidewalks, such as trees wells set back and breaks in the landscape. Further review of some of these elements will occur during review of the various construction permits (building, utility, landscape). The following are not fully consistent with the guidelines:

7.1.14 Rocks and Gravel:

Various areas around the building's perimeter show a "gravel maintenance strip". This type of use is specifically listed as inappropriate within this subsection which states that except when used as an approved pathway, gravel is not an appropriate landscape element. If there's a need to provide the gravel for maintenance purposes, its dimension and adjacent planting will screen its presence. **[Condition 9]**

8.0 Signs

Signs are not a part of this land use permit thus the guidelines will be used in future reviews.

9.0 Lighting

No lighting information was provided with the application, so compliance will be reviewed with the permits for construction.

Appendix C - Land Use:

Land use and development standards are located in Appendix C. The proposed Hotel use is an allowed use. Exhibit C-1 indicates that the hotel would occur in the Mixed Use area. Though the

predominate use is hotel, space has been provided for retail which will contribute to the desired mix of uses in the area.

There are no setbacks or minimum lot sizes required. The proposed hotel is located in the mid-rise height target area. The proposed hotel would be 8 stories tall and therefore complies with the 9 story height limit for this area. Projections for elevators, HVAC equipment, etc. are allowed and would be reviewed with permits for construction.

Appendix D - Community Space:

Appendix D defines the nature, type, and timing for Community Spaces within the Project. The proposal does not include, nor necessitates, any required Community Spaces. The applicant is proposing encouraged informal gathering areas and plazas, which are consistent with this appendix, such as: active uses within the informal gathering areas, such as a gas fire pit, outdoor kitchen and various seating options, bordered by seat walls, raised planters and courtyard trees to create a sense of enclosure from and minimizing the number of edges with the adjacent circulation facility. Sight lighting plans should add safety and distinction to these areas.

Appendix E - Circulation:

Appendix E provides the standards for pedestrian, bike, and vehicular circulation for the Project. The standards are equally applicable to public and private circulation as no distinction is made between their function or appearance. No on-site public roads are proposed.

The proposed Extended Stay Hotel would be accessed from 18th Ave NW on the east and by a new road constructed to the west over the current driveway access to the Hilton Garden Inn. 18th Ave NW is an existing street and the proposed improvements are limited to replacing street trees adjacent to the new hotel. A new, half street improvement is proposed to the north of the Extended Stay Hotel, between the proposed hotel and new parking lot. This street doesn't include driveways for vehicle access, but provides parking/loading for the north hotel vehicular entry and a crosswalk connection to the new parking lot.

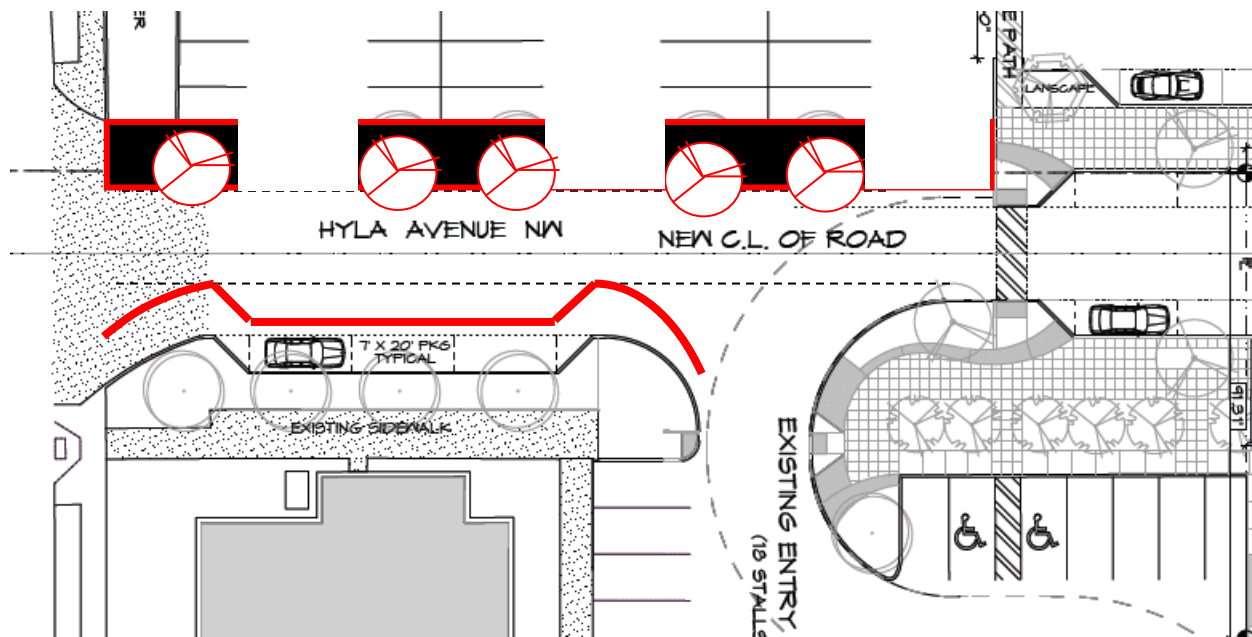
The Master Circulation Plan (Exhibit E-1) identifies 18th Ave NW as an "Existing Street, Primary Vehicle Access" and the new west street as a "Potential New Local Circulation Facility." 18th Ave NW, as an "Existing Street," is "grandfathered" per Section 5.10, meaning the existing improvements including curbs and paving do not have to be modified. It is the Master Developer's discretion which type of circulation facility is used, as long as the one selected is consistent with the Desired Function, facility elements need and ADT if applicable (2.0 Applicability B). The applicant has designated the new west street as a "Local Street", named Hyla Avenue NW. The new half street to the north has been designated a "Mews" street type, named Skipper Way NW.

Hyla Ave NW (New West Street)

The new west street, Hyla Ave NW, would be constructed over the current driveway access to the Hilton Garden Inn, and start the street grid system anticipated in the Master Circulation Plan. The Applicant has identified Hyla Ave NW as a Local Street which according to the DA accommodates "...the highest vehicular volumes within the Project and have the most traditional street character. It has up to 12,000 Average Daily Trips, or ADT. Local streets are designed to be a part of an interconnected and comprehensive circulation network, providing connectivity for

pedestrians, bicycles, and vehicles.” The desired function is high for pedestrians, bicycles and vehicles.

The proposed street dimensions and landscape treatment along the length of new Hyla Ave NW are not consistent. The south section of the street, where Hyla Ave NW comes off NW Gilman Blvd, does not match the street section to the north of the hotel vehicular entry drive and no pedestrian facilities are provided on the west side of the street. The vehicle lane width is 15 feet coming off NW Gilman Blvd, wider than the 9-foot section proposed north of the hotel vehicular entry drive, even though this portion of the road is being rebuilt. The vehicle lane width for “Local Streets” is 10 feet for commercial uses. The wider vehicle lane and street section coming off the main intersection from NW Gilman Blvd could allow for higher vehicle speeds and may not be conducive or welcoming to pedestrian and bike access. Since both sides of the street are being rebuilt, curbs must be extended out, resulting in travel lane widths consistent with the Local Street standard and sidewalks on both sides as conceptually shown below. **[Condition10]** Proposed dimensions have some variability, such as travel lanes widths are 9 ft for residential, 10 ft for commercial, sidewalks of 6-10 ft each side, and planter widths of 4-8 ft both sides. As travel lanes are the most difficult or expensive to revise with future permits, the wider vehicle lane may be necessary now to accommodate future commercial development to the north of the hotels. With construction permits, the applicant will work with the Designated Official to determine the specific appropriate widths for each component. The revision will remove some parking however, minor changes to and restriping of the existing west parking lot’s drive aisle could provide all lost parking with minimal expense and effort.



Conceptual redesign of Hyla Ave NW for consistency with adopted Local Street Standards.

In addition, the south street section includes a 7-foot wide planter strip with street trees, while the street section to the north of the hotel vehicular entry drive proposes planter islands versus a continuous planter strip. Hyla Ave NW is one of the major local streets identified on the Master Circulation Plan, and the street dimensions and landscape treatment should be consistent for the portion being constructed at this time. **[Condition11]**

Hyla Ave NW is not extended to the north of Skipper Way NW. The north parking lot is considered a temporary use or solution, and roads may not be used for parking lot circulation, so it is appropriate to terminate Hyla Ave NW at the intersection with Skipper Way, and defer its extension until the north parking lot is developed.

Hyla Ave NW to the north of the hotel vehicular entry drive doesn't include a continuous planter strip as the landscaping is in elongated tree wells within the sidewalk; however, Appendix B, Section 4.2.8 (Local Streets) allow tree wells to be used instead of a continuous planter strip where a more urban character is desired.

Hyla Ave NW doesn't include separate bike lanes; bike traffic would share Hyla Ave NW travel lanes with vehicles. The Local Street standards state travel lanes may be shared by bikes and vehicles and the Desired Function is "high" for bicycles. However, Local Streets are intended to accommodate high volumes of vehicles and future development to the north of the hotels could increase traffic volumes and bike usage and it could ultimately not be conducive for bikes to share the street. The applicant has stated that 19th Ave NW to the west will provide the primary route for bicycles. Though 19th Ave NW is quite close to Hyla Ave NW at this point, 19th Ave NW quickly veers to the west, making it less convenient as the bike route for a bicyclist heading north. With permits for construction, the applicant should provide further information regarding how as the Project builds out bicycles can comfortably share Hyla Ave NW given planned future development, vehicle volumes and speeds, and considering other bicycle connections or alternative routes. In addition the Applicant's description of future plans should indicate how east/west connections to 19th Ave will provide a convenient alternative bicycle route if 18th is uncomfortable for some cyclists. **[Condition12]**

Skipper Way NW or Skipper Lane NW (New North Street)

To the north of the proposed Extended Stay Hotel, the applicant is proposing a new, partial street improvement between the hotel and the north parking lot, named Skipper Way NW. This street doesn't include driveways for vehicle access to the hotels, but provides parking/loading for the north hotel building entry and an accessible crosswalk connection to the new parking lot. The applicant is proposing only partial street improvements, to the north edge of the travel lane, because the north parking lot is a temporary situation that will likely be removed with future development. The applicant proposes to improve Skipper Way NW as a Mew type circulation facility.

"Mews are lower volume streets, selected for their narrow, intimate character. It has up to 5,000 Average Daily Trips, or ADT, which may be modified depending on the distinction between pedestrians and vehicles." (Appendix E, p. 9) The desired function is high for pedestrians and bicycles and medium for vehicles. This is consistent with the Master Circulation Facility's depiction of this as a Secondary circulation facility.

The proposal generally meets the dimension standards listed for "Mews" for the half-street improvements, with the exception of the landscape. The standards require 4-foot landscape border behind the sidewalk. The applicant has proposed landscape treatment along the street similar to that proposed on Hyla Ave NW, 4-foot wide landscape planters in the sidewalk versus a continuous planting strip behind the sidewalk. A continuous landscape border behind the sidewalk may not provide for direct access from the parking/loading area to the hotel building entry.

The standards for “Mews” require flush curbs (Appendix E, 5.5). Flush curbs are not proposed except for the pedestrian loading zone adjacent to the hotel entry. The applicant applied for an Administrative Modification of Standards (AMM13-00001) to modify the Mews standards including to add curbs. AMM13-00001 was approved but not to add curbs. The drainage can be accomplished with a reverse crown (sloping the road to the center with catch basins) or conventionally sloping the road with use of trough drains. **[Condition 13]**

Design Details

The following are design details which do not impact land use but will impact construction drawing design:

- A driveway consistent with the City standard is proposed for the south end of Hyla Ave NW and west end of NW Skipper Way. As a street, a driveway approach would not be appropriate. Revise to use a street section where new streets intersect with existing streets such as NW Hyla, 18th Ave, and Gilman Blvd. **[Condition 14]**
- Design of sidewalks crossing driveways, such as at the courtyard onto 18th Ave, is inconsistent with Sec. 4.0.M which requires the sidewalk to be kept at grade across the driveway. Also to change the character of the sidewalk crossing the courtyard drive, use changes in paving or scoring to differentiate the drive from the load zone. This will reduce the perceived width of the crossing.
- Curb ramps must point a pedestrian, especially those with limited sight, across the street to the facing curb ramp. (Sec. 4.0.G)
- Per Section 4.0.M.2, the route from the new West parking to the entry of the existing Hilton Garden Inn must be constructed in concrete since this is the direct pedestrian connection to the entry. **[Condition 15]**

Appendix F - Parking:

Appendix F of the Development Agreement establishes vehicular and bicycle parking quantity and dimensional requirements as well as loading, etc.... The Appendix’s parking charts provide a minimum and a maximum range of vehicular parking to ensure there is enough vehicular parking but that land is used efficiently as well. In addition, if uses are mixed, the calculation is based on the square footage and use of each activity. The applicant has processed a modification (AMM) to modify the minimum range of parking for hotels. AMM12-00010 was approved establishing a range of 1 – 1.5 parking stalls per hotel room. The 1,785 square feet of retail space qualifies for a Small Business Waiver (Sec. 4.5.E) so no additional parking is required for that use. The applicant has chosen to use the minimum ratio of 1 parking space per hotel guest room for the new extended stay hotel which is the same ratio as the adjacent existing Hilton Garden Inn. Parking calculations and the location of parking are shown below:

Use	Required Parking
Extended Stay Hotel (122 rooms) Max: 1.5 stall per hotel rooms Min: 1 stall per hotel room	183 (max) 122 (min)
Existing Hilton Garden Inn (179 rooms)	179
Total Allowed/Required Parking Spaces	301 - 362
Location	Provided Parking

On Site Surface Parking (including ADA):	
Revised Courtyard	18
Existing West parking	71
New West parking	43
New North parking	173
On-street Parking (Hyla Ave NW and Skipper Ln NW)	27
Total Parking provided/available	332

143 of the stalls are compact size (43%) and up to 50-60% is allowed. None is proposed adjacent to fire lanes. New stall dimensions appear to be consistent with the standards, though the applicant is encouraged to use the overhang rather than full stall lengths as allowed by Section 9.2.F which will provide additional landscape without reducing parking stalls. **[Condition 16]**

Section 4.3.A.3 required the Master Developer to submit a parking tracking chart and a shared parking agreement must be recorded prior to the submittal of this permit. As noted in the review of the Main Body, both these actions have occurred. The existing parking will exceed the maximum allowed in the district which will be addressed separately, either through the construction permit (e.g. removal of additional parking) or a phasing plan.

Barrier Free Parking

The International Building Code, Table 1106.1, requires 8 accessible parking spaces be provided when 301 to 400 spaces are provided and the hotel will provide 14 accessible spaces (including 2 van size stalls) within acceptable distances to public doorways. The applicant is strongly encouraged to meet with the Building Department to review barrier free parking and routes as ADA compliance is under Building Department purview. **[Condition 17]**

Loading Spaces

For a project this size, Appendix F requires five loading spaces and five are provided: two Type B on NW Skipper Way, two Type B on Hyla Ave NW, and one Type A on 18th Ave, which is shared with the Hilton Garden Inn. (This use has been categorized as a 'office.') There is no Loading category in Appendix F for hotels, so if the applicant feels the loading spaces are inconsistent with hotel use, an AMM could be applied for. (Note: The existing Hilton Garden Inn uses its drive, along the western side of the hotel, as a shared space for this use. The plan as revised will provide one Type 'A' north of the porte cochere and outside of the fire lane.) It should be noted that all the loading spaces are on street. Per section 7.3.F loading spaces must be 25 ft long but all shown appear to be shorter than this length. **[Condition 18]**

Bicycle Parking Spaces

Bicycle parking for the Hilton Garden Inn required bicycle parking for 15 (per approved PLN05-00022), and racks for 18 bicycles were provided. The Development Agreement for the new hotel requires 1 bicycle space per 10,000 square feet or 12 bicycle spaces. Bicycle parking for both hotels requires parking for 27 bikes. An additional parking for 9 bikes will be required, unless sufficient bicycle parking is available in the District. This can be finalized with construction permits and final square footages. **[Condition 19]**

Design and Construction Standards

- Internal pedestrian circulation is required to ensure safe routes for pedestrians within parking lots. With the configuration of these lots and the orientation of the drive aisles, no single obvious route for pedestrians to use is necessary beyond what is shown.
- Circulation for parking lots must be provided internal to the lot rather than using adjacent streets. The new north and west lots accomplish this. The existing west lot, is partially using the street for circulation; however, this is a temporary lot and additional paved surface for the same number of stalls is not desirable, so no additional modifications are required to this lot to comply.

Appendix G - Landscape:

The purpose of the Landscaping Standards is to encourage attractive and healthy landscapes on certain portions of public and private property within the project. Additionally, Appendix G establishes minimum requirements and standards necessary in order to: create a Sociable Public Realm, promote safety and provide privacy, support a pedestrian and bicycle oriented environment, protect and conserve water, and to ensure that plant selection and spacing is appropriate for its location. As conditioned, the proposal will achieve these criteria.

Parking Lots:

Landscaping requirements for parking lots are discussed in Section 7.0 thru 7.2 of Appendix G. The proposal contains two new surface parking lots (north and west), both of which exceed 2,300 sq. ft., and therefore require interior landscape that is at least 10 percent of the total parking lot area. One (1) tree for every 6 parking stalls is also required. Additionally, parking lots with exteriors abutting public Rights of Way, Circulation Facilities or Community Spaces must incorporate edge landscape treatments in order to create a buffer between the parking lot and those public areas.

The applicant has stated that the parking lots for the project are envisioned as “temporary” and will be replaced through future re-development with new buildings with underbuilding parking or with structured parking garages. Specific compliance with the parking lot landscaping requirements is discussed in the following section.

West Parking Lot

The west parking lot is 13,730 sq. ft. and thus requires 1,373 sq. ft. (10%) of interior landscaped area. The proposal does not meet the 10 percent requirement as it contains only 1,010 sq. ft (7.4%). It also appears that some of the Edge Landscape is included within this calculation and therefore the actual percentage of provided Interior Landscape may actually be lower than what is stated with the proposal. However, it appears that landscape can be shifted to meet this requirement without the loss of parking stalls.

The proposal does not provide for a landscape edge along the east side of the new western parking lot. Possible solutions include providing shrubs in order to create a hedge that is at least 3 feet in height or a 3 foot tall wall or fencing – or a combination of both shrubs and fencing may also be utilized. In order to comply with Appendix G, more detailed information will be needed during the permitting phase to show that there is adequate Interior and Edge landscape provided with the west parking lot. **[Condition 20]**

North Parking Lot

The north parking lot is 61,690 sq. ft. and thus requires 6,169 sq. ft. of interior landscaped area. The proposal provides for 7,311 sq. ft. of interior landscape (12%) and thus complies with the 10% interior landscape requirement. Since the Hyla Way NE right-of-way will be terminated at the intersection with NE Skipper Way, the landscape area provided along the western perimeter is adequate in terms of its capacity to provide the required Edge Landscape.

Circulation Facilities:

Street trees and landscape are provided along Hyla Ave NW and are generally consistent with the requirements with the exception of the planting strip located at the site entrance from NW Gilman Blvd. This area is shown as a lawn area and is not consistent with the landscaping within the sidewalk facilities directly to the north. Plants shall be selected for this area that matches the style of the adjacent planter strip.

Section 5.1.A required the Master Developer to submit a Street Tree Plan prior to the submittal of this permit. As noted in the review of the Main Body, this has been submitted.

Design Details:

- Generally street trees are 30 ft on center but this will be more closely reviewed with permits for construction. Trees are paired on either side of the road except where building entries or drives interrupt, though this is difficult to confirm for NW Skipper Way with split sheets. Consistent with Section 11.2.A.1, the removal of street trees for the two major entries is acceptable. Where street trees are 'missing' to accommodate drives, the spacing and pairing of trees should anticipate future trees when these surface parking lots are eliminated by future redevelopment.
- To facilitate construction permit review and ensure plants are appropriately selected and spaced, all construction permits for landscape shall depict plants at 85% of their mature size. **[Condition 21]**
- Not all plant sizing and spacing appears to be consistent with this appendix but this will be more fully reviewed with construction drawings.
- Per Section 10.3 as well as Appendix S, the Master Developer must prepare a Best Management Practices and Landscape Contractor Manual for the project. The City will review prior to approval of the first permit for construction. **[Condition 22]**
- Details shown must match those adopted by the DA or an AMM approved.
- Per Appendix S, landscape areas will be planted to support wildlife habitat and minimize maintenance.
- Per the response letter, an 18" strip of gravel remains adjacent to the building. This is acceptable as long as plantings will mask its presence.

Appendix H - Sustainability:

The purpose of this Appendix is to establish a strategy for developing the Project as a sustainable development. The strategy is broad, not focusing on any one particular goal or tool. To allow the Master Developer flexibility as well as to retrospectively and comprehensively understand how sustainability has been integrated into each step toward buildout, a Sustainability Report is due each five years. The Master Developer submitted their first report in 2012 and their next report is

due in 2017. As the report is not finalized and the outcome of that report will include “proposed areas for improvement” the Applicant must complete the report and incorporate appropriate measures into this project. **[Condition 23]**

Appendix I - Utilities:

Utilities, including stormwater management, water, and sanitary sewer, are regulated by Appendix I (including the Master Drainage Plan [MDP]), City of Issaquah standards, and best engineering practice. Some of these facilities will become a part of the City’s system upon completion and all public water pipelines and public sewer pipelines must be located in public right-of-way or on easements. For utility tracking purposes, this application equates to 99 Equivalent Residential Units. Some utility system improvements are necessary on-site and these are shown on Sheets C500 and C501.

Stormwater Management and Ground Water Protection

In general, stormwater is collected from pervious and impervious areas, treated in small-scale and decentralized filter units, and then discharged to the existing stormwater system which flows north and west to Tibbetts Creek. Stormwater is treated in accordance with the MDP in buried filter units that collect stormwater from pollution generating surfaces. All filters will be privately owned, operated, and maintained.

This application is not required to detain stormwater prior to release to the existing stormwater system in accordance with the MDP (the application includes less than 9.1 acres of new impervious surface, the threshold for additional detention). This application does, however, rely on flow-control facilities that are off-site and that are privately owned. It is therefore possible, in the future, that additional development could claim or use the off-site detention used by this application. Prior to the approval of utility permits that enable construction of impervious surfaces in this application, the applicant must provide surety that either guarantees construction of the outfall pump station and direct discharge pipeline (as identified in the MDP) or must provide surety for on-site detention in accordance with City codes and standards **[Condition 24]**.

In accordance with Appendix I, Section 4.6, the applicant must update the stormwater model prior to approval of utility permits for this project **[Condition 25]**.

Water Service

There is sufficient capacity in the City’s water system for this application and no off-site water system improvements are necessary. In general, new water pipelines will connect to existing pipelines to the south and east of the proposed structure to provide local water service and complete the water system loop. The Property is within the 297-pressure zone. The applicant will pay applicable City of Issaquah Water Connection Charges in accordance with City Code and Regional Connection Charges.

The on-site water distribution system is composed of a 12-inch diameter loop around the building and in the access drive. The water conveyance system is consistent with City standards and requirements. All elevations within the project can be served without booster pump stations, including the highest finished floor elevations within the proposed structures. Water mains are sized to provide the required flow rates during maximum fire flow conditions, while meeting the minimum pressure criteria.

Fire flows are estimated to be 2,500 gpm. The Fire Marshall will establish actual requirements during Building Permit review. Based on this planning level submittal, a sufficient number of fire hydrants have been provided and they are appropriately located, except as noted below in “Other Review, Fire.” Sprinklers will be provided in all buildings according to the requirements of the Uniform Fire Code and any additional measures required by EF&R during Building Permit review.

Where the public waterlines are parallel with private utilities located in private easements (gas lines, fuel lines, power lines), the private utilities shall be offset at least 15 feet from the waterline’s centerline. This will ensure that private utility maintenance and repair activities do not impact water service and vice-versa. **[Condition 26]**

All public meters will be located within the rights-of-way or in public easements. The meter locations must be compatible with the urban design and landscape design requirements. All water meters must be located such that they can be accessed with the City’s drive-by meter reading system.

Sewer Service

There is sufficient capacity in the City’s sewer system for this application and no off-site sewer system improvements are necessary. In general, sanitary sewer will be collected from the new building and discharged to an existing conveyance pipe in 18th Ave NW (to the east) and to an existing conveyance pipe to the west. All sewer service is proposed to be gravity service, no pump stations or lift stations will be required. All existing off-site sewer pipes must remain in-service during construction. **[Condition 27]**

The applicant shall pay applicable Sewer Connection Charges in accordance with City Code except as outlined in Appendix I, Section 3.0 for any “reused” fixture units.

The on-site sewer collection pipes, including food service and loading dock areas, must be equipped with grease interceptors per City Standards, prior to connection to a public sewer main **[Condition 28]**.

Design Details:

Sheets C500 and C501 include details about the proposed stormwater, sewer, and water systems. This application is only valid for the general layout and function of each system and the details included in the application should be considered schematic and indicative of the general location and function only. Utility system details will be reviewed and approved with Utility Permits.

Appendix J - Critical Areas:

The Critical Areas Regulations are included in the Development Agreement to tailor the regulations to the unique characteristics of the Project site, generally covering streams, wetlands, and steep slopes. Other environmental protection regulations and provisions are contained in IMC Chapter 18.10. No critical areas are associated with this proposal, so these provisions are not applicable to this application.

Appendix K - Housing:

The purpose of this Appendix is to help promote housing for a diversity of income groups as well as housing on the valley floor. No housing is proposed with this proposal, so these provisions are not applicable to this application.

Appendix L - Signs:

Signs are generally not reviewed with land use permits, so these provisions are not applicable to this application. Sign permits will be required with permits for their construction.

Appendix M - Interim:

The purpose of this Appendix is to support existing businesses and the incremental evolution of the Project. The uses proposed do not meet the criteria in Section 4.0, so these provisions are not applicable to this application.

Appendix N - Economic Development:

This Appendix establishes a strategy for economic development incentives for this Project. The proposal does not fall into the Appendix's incentive categories, so these provisions are not applicable to this application.

Appendix O - Processing:

Appendix O establishes the permit procedures for the Rowley Properties. In addition, it establishes procedures for appeals and public notice and empowers the UVDC. Since the proposal is less than 150,000 sq.ft. in size, its Site Development Permit is being processed administratively. The processing of this permit is consistent with this Appendix and the Development Agreement.

Public notice must be provided to all property owners within 300 feet of the exterior boundaries of the site with submittal of the application and sufficiency. Additionally, a notification of the land use action is to be placed at the project site and on the City's website. Finally, a notice must be placed in the local newspaper.

A Notice of Application was distributed on December 19, 2012. A sign was posted on the site December 19, 2012. Notice was provided in the Issaquah Press on February 13, 2013. Notice of the permit has occurred in accordance with the requirements of *Appendix O, Processing* and Public Notice.

Appendix P - Capital Facilities:

This Appendix is included to ensure the Project provides its fair share of facilities and services related to police, fire and medical, general governmental, and parks. Per the Development Agreement, impact fees are due with the issuance of a building permit. [**Condition** ²⁹]

Appendix Q - MFTA:

The purpose of Appendix Q is to identify and ensure construction of transportation improvements, at certain important milestones. Based upon a PM Peak Hour trip rate of 70 peak hour trips and a development envelope of 118,000 sq.ft., the following MFTA requirements are triggered: payment of \$85,800 to the City of Issaquah prior to March 31st, 2013. This fee was delivered to the Finance Department on February 5th, 2013. No other transportation improvements or mitigation payments are required for this application.

Appendix R - SEPA:

A Planned Action Environmental Impact Statement was completed for the Hyla Crossing and Rowley Center Project. A Final EIS was issued November 28, 2011. A Planned Action Determination for the proposed project was issued on January 23, 2013, concluding the project meets all the Planned Action Review Criteria, consistent with Planned Action Ordinance No. 2639. No SEPA threshold determination or additional SEPA review is required.

Appendix S - Environmental Mitigation:

This Appendix establishes direction and timing for mitigation of environmental impacts and construction activities that will occur as a result of this development and that are not addressed in other appendices. Specific elements that are identified and applicable to construction permits for this proposal include:

- Pg. 9: limits on lighting associated with construction
- Pg. 11: requirements to prepare a Construction Management Plan [**Condition 30**]

Other Department Review:

Copies of the submittal were distributed to City departments. Comments were received from Public Works Operations, Eastside Fire and Rescue (EF&R), Issaquah Police Department, and Parks as well as various divisions of DSD. Their comments were incorporated into the approval conditions or will be addressed as appropriate with future permits (and have been passed onto the applicant). A separate review with the City's waste purveyor will occur with permits for construction, when additional detail is available.

Decision

Based upon the application, submitted plans dated October 18, 2012 and as revised January 9, 2013), listed Attachments, and rationale contained in this Staff Report, the Rowley Extended Stay Hotel, File No. PLN12-00069, is approved subject to the notes, terms, and conditions of the Staff Report dated August 23, 2013, *Attachments A and B*:

Notes:

1. If any of the Conditions or portion thereof is declared invalid or unenforceable, the application must be remanded to the Responsible Official for reconsideration and evaluation for consistency and appropriateness of the remaining Conditions.
2. Appeals may be filed by the applicant, the City Designated Official, property owners within three hundred feet of the proposed action, or other persons claiming to be directly harmed by the proposed action within 14 calendar days after the Designated Official issues the decision and mails it to the applicant. Appeals shall meet the Criteria identified in Section 5 of Appendix O of the Development Agreement and follow the process identified in that Section.
3. Any major change (as determined by the Designated Official) to the approved site plan or accompanying submittal information may require a revision to this ASDP or a new ASDP review and decision. Less substantial changes may be approved administratively by the Designated Official.

4. Building, utility/site work, and sign permits will not be approved unless all applicable Conditions of this Notice of Decision are satisfied to the satisfaction of the Designated Official.
5. This action does not indicate nor imply that any development activities may occur without the required permits being issued.

Approval Conditions:

- 1 Unless expressly identified, approval of this SDP application does not modify any City or Rowley Development Agreement standards which are in conflict with elements of the SDP plan or application. Modification of the standards or guidelines requires an explicit approval in the Notice of Decision for this application or a separate Modification as allowed under Appendix M of the Development Agreement.
- 2 Any inconsistencies, conflicts, or incomplete information, other than those addressed directly by this Decision shall be resolved by the Responsible Official, utilizing the Staff Report, and in consultation with the applicant, at the time of the future application (e.g. Building, Utility, Sign permits).
- 3 All dry and wet utility vaults, cabinets, switchgear, pull boxes, meters, equipment, and appurtenances are assumed to be shown on the SDP submittal. Anything not shown on the SDP submittal (location, relative height, presence above ground) is assumed to be located within the structure. Any revisions or additions to what the SDP has shown and approved outside of the structure requires a modification to the SDP, except fire hydrants.
- 4 Eliminate blank walls and the eastern setback. If they cannot be eliminated, then use architectural elements and articulation to reduce the impact of the blank walls, with landscape further softening them. If the eastern setback remains, architectural elements such as retaining walls and landscape selected will create a structured edge to the sidewalk.
- 5 At building permit review, the design must demonstrate how the guideline on building corners (3.1.5) has been achieved or revise the design.
- 6 Rooftops should be designed to be attractive and visible equipment placed on them must be screened both from the sides and above (this would apply to the lower roof only).
- 7 Waste collection area and design is not approved as no details other than volume calculations were provided. Additional review prior to construction permit submittal is strongly urged.
- 8 Compliance with bicycle parking guidelines will occur with construction permits.
- 9 Use of a gravel maintenance strip shall be done in such a manner that the strips presence is minimized or eliminated.
- 10 Hyla Ave NW shall be designed between Gilman Blvd and Skipper Way consistent with the adopted standard, including narrowing the travel lanes south of the hotel entry to 20 ft and adding sidewalks and street trees on the west side. Specific dimensions allowed by the standards for a Local Street will be determined with construction permits; however, 10 ft lanes are necessary to accommodate likely future commercial construction along this street.

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- 11 Use a consistent tree type and tree installation along Hyla Ave from Gilman Blvd to Skipper Way.
 - 12 With permits for construction, the applicant should provide further information regarding how as the Project builds out bicycles can comfortably share Hyla Ave NW given planned future development, vehicle volumes and speeds, and considering other bicycle connections or alternative routes.
 - 13 Applicant shall modify Skipper Lane NW to consistent with standards for Mews street types and AMM13-00001.
 - 14 Construct all new streets with street sections, not driveways, where they meet other streets, such as the intersection of Hyla St with Gilman Blvd and Skipper Lane with 18th Ave. Where new non-street vehicular routes, such as the internal routes, intersect with streets, a driveway cut will be used to prioritize pedestrians.
 - 15 Construct the striped pedestrian route from the new West parking area to the porte cochere of the Hilton Garden Inn in concrete. The route does not have to be raised.
 - 16 With new parking stall construction, the applicant is strongly encouraged to use the bumper overhang provision from Appendix G, Section 9.2.F as it will not reduce parking counts and will improve the appearance of the lot and reduce stormwater runoff.
 - 17 The number, type, and location of ADA compliant parking spaces is not approved by this permit and shall be reviewed by the Building department during the Building Permit review. The applicant should meet with the Building Official prior to the submittal of any construction permits to confirm the number and distribution of ADA parking stalls.
 - 18 Increase on-street loading spaces to the minimum 25 ft length.
 - 19 Provide 27 bicycle parking spaces to serve both the new and existing hotels. With the building permit, a final chart associated with this permit is required, as for instance, square footages may be revised.
 - 20 With permits for construction of any parking lot, the Applicant shall provide information indicating that the requirements for parking lot landscaping have been met. As indicated, some elements of the design are not in compliance.
 - 21 Additional and detailed review will occur with the review of the construction permit for landscape. Plants should be selected and spaced based upon their mature size. To facilitate review of this, plants will be shown at 85% of their mature size.
 - 22 Prior or in conjunction with the submittal of the first landscape construction permit, the Master Developer shall provide to the City a draft of the Best Management Practices and Landscape Contractor Manual, for City review. At a minimum, this document shall implement the requirements of Appendix G, Section 10.3 and Appendix S.
 - 23 The Sustainability Report must be complete by (Temporary) Certificate of Occupancy for the building permit, and appropriate measures identified in that report incorporated into the design of this Project.

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- 24 Prior to the approval of utility permits that enable construction of impervious surfaces in this application, the applicant must provide surety that either guarantees construction of the outfall pump station and direct discharge pipeline (as identified in the MDP) or must provide surety for on-site detention in accordance with City codes and standards.
 - 25 Prior to approval of utility permits for this project the applicant must update the stormwater model.
 - 26 Where the public waterlines are parallel with private utilities (gas lines, fuel lines, power lines), the private utilities shall be offset at least 15 feet from the centerline of the waterline.
 - 27 All existing off-site sewer pipes must remain in-service during construction
 - 28 The on-site sewer collection pipes must be equipped with grease interceptors per City Standards, prior to connection to a public sewer main.
 - 29 Appropriate impact fees, per Appendix P, will be collected with the issuance of a building permit for this proposal.
 - 30 During the development of plans for construction as well as the City's review of them, implement actions from Appendix S.

VI. Attachment List

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| Attachment A: | Vicinity plan |
| Attachment B: | Site plan |